

FACILITIES SERVICES WEEKLY

March 3, 2014

ADMINISTRATION • FACILITIES OPERATIONS • ZONE MAINTENANCE • ADMIN. & SUPPORT
COMM. & INFO SERVICES • UTILITIES • DESIGN • CONSTRUCTION

Congratulations to February Employee of the Month, Ron Couch!

Nominations are now being accepted for March. For more info go to fs.utk.edu

ADMINISTRATION

Administration:

- Annual verification of the departmental inventory is due to be returned to Rick this Friday, March 7th. Please make sure your inventory is complete and returned to Rick on or before this date.
- Second interviews have been held for the final candidates for the Administrative/Workorder position in the Administrative Services office.
- The Buyer's position in Central Supply has been posted. This position is an internal search, so if you are interested in applying for this position; please turn in your application ASAP.
- Data Entry of daily work-orders.
- Daily processing and paying of invoices.
- Payroll and Personnel
- Processing weekly transfer vouchers
- Contract extensions and rebids

FACILITIES OPERATIONS

Building Finishes:

Sign Shop:

- Updating signage to Auxiliary Services
- Working on signage for Temple Hall
- Working on various small work orders

Paint Shop:

- Finishing up Communications & Student Services
- Starting Jane & David Bailey Complex
- Working on ceiling repair at Food Science
- Painted room at Tyson Alumni

Carpenter Shop:

- Concrete repair at HPER

- Hanging white boards, Dabney Buehler
- Repairing doors at Student Services
- Repaired holes in wall at Pediatric Clinic
- Installed threshold at Pres. Bakery
- Installed AED's at several buildings on campus
- Installed bulletin boards in Facilities
- Repaired desk at Nursing

Recycling:

Totals for the week 2/24-2/28:

- Bottles, cans, plastic: 3,080
- Paper: 12,320
- Cardboard: 13,300
- Compost: 18,820

Lock & Key Services:

- Will begin rekeying College of Nursing on Monday
- Installing new locks in Communications
- We welcome Florence Brown (retired in 2007) back temporarily in the front office for 3 months while Stacey Cooper will be out on maternity leave.

Rapid Response Team:

- Picking up materials at Music, Black Cultural, and Arena.
- Moving offices from Greve to Dunford.
- Moving offices at Tyson House.
- Moving offices at Dunford.
- Moving offices at 625 Gay Street to different location on campus.
- Moving partition out of HPER.
- Doing event at Blount Hall, Communications and other work orders that come in.

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ZONE MAINTENANCE

Star Team:

- Controls at SERF
- Rm 104 Morgan Hall
- Berry Hall

Zone Maintenance:

- Zone 4 Hodges assisting roofers
- Zone 4 Hodges changing filters
- Zone 9 assisted in power outage on circuit 6 in CBT machine R.M, working on humidifier in music Bld , changing air filters, and gen Bld maintenance

COMMUNICATIONS

Information Services:

- Large amounts of paper and electronic recycling to assist Jay Price with the 2014 RecyclingMania Competition
- Have been helping out with our new home at UT Knoxville Support Services Complex
- Looking for any computers that still have Windows XP on them so we can update to 7 (Please notify Jim and Brock if you see a Facilities Services machine with Windows XP on it, Thank You)
- Helping OIT track down unauthorized network devices.
- Helping get new employees setup on Facilities Services computers.

Training:

- This week starts our first round of online training. The Computer Lab will be busy on Tuesday and Thursday this week so there will be limited computer access on those days.
- Module 3- Compensation Administration: Application of UT Practices training for supervisory

staff is now scheduled. Please check your email and register for a class.

- Continuing with Diversity, Inclusion, and Professionalism in the Workplace training.
- Supervisors, please announce to your employees that they will need an active Net ID and Password to participate in the online training. Any issues please see Keisha, Charles, or Abby in Facilities RMs 132, 133, 134.

Communications:

- Congratulations to Ron Couch, Facilities Services February Employee of the Month!
- We have partnered with Interior Design to submit several of the new buildings on campus to the Educational Interiors Showcase.
- Assisting in the organization of our department's portion of the Big Orange Family Campaign.
- We have begun the organization of upcoming departmental ceremonies.
- Our team has been working on the Facilities Services department's portion of the Southern Association of Colleges and Schools Accreditation standards.
- Remember—you can follow Facilities Services on Twitter @utkfacserv, you can “like” UT Facilities Services on Facebook and now you can also follow UT Facilities Services on Instagram!

Sustainability:

- Do you know of a UT Knoxville faculty, staff or student who goes the extra mile to promote environmental leadership on campus?
- The Office of Sustainability invites you to nominate this person for a 2014 Environmental Leadership Award.
- Each year, the Environmental Leadership Awards recognize one faculty, one staff and one student from UT Knoxville who demonstrates a strong and continuing commitment to campus environmental stewardship through education, public service and/or outreach.

SUSTAINABILITY CONTINUED ON PAGE 2

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SUSTAINABILITY CONTINUED:

- Selected by the Committee on the Campus Environment, award winners will be announced at a special ceremony (time TBD) on April 21, 2014. Each winner will receive a certificate of appreciation and a “green” goody bag.
- To nominate someone for a 2014 Environmental Leadership Award, complete the following online nomination form no later than Friday, March 21: <http://environment.utk.edu/office-of-sustainability/leadership-awards>
- For further information, visit our website or contact the Office of Sustainability at sustainability@utk.edu.

UTILITIES

Air Conditioning Services:

- Beginning demolition of cooling tower at Clement Hall.
- Continuing to replace coils damaged by this winter’s freeze events.
- Repairing vacuum pumps at Senter Hall and the CRC Lab.
- Installing vacuum receiver tank at Walters Life Science.
- Repairing control panel keypad on York chiller at Stokely Management Center.

Electrical Services:

- UTFS Security systems – Campus
- UTFS Fire Alarm Systems – FA System minor repairs/Testing various buildings on Campus
- UTFS HV, 13.2KV underground distribution cable installation
- UTFS HV support for Stokely Athletic Center, Gibbs and Strong Hall
- UTFS HV support for new University Center
- UTFS HV support for New Residence Hall – Fred Brown
- UTFS HV Parking Lot Ag campus – Outdoor

lighting Repairs

- UTFS Clarence Brown Theater – Power Outage

Steam Plant:

- Demo of Boiler 3 is to start on Monday March 3 and they are supposed to be finished in 20 days.
- The gas prices have dropped some for March and we will be running the Solar Turbine but it is still a little cheaper to produce steam burning coal.
- We produced 3,519,750 pounds of steam yesterday and burned 141 tons of coal and had 71,855 gallons of make up water.
- Everyone at the Steam Plant has worked hard taking all the things we need off of boiler 3.
- We have boiler 1 and 2 on line on coal and we also have the Solar Turbine on line using the exhaust off of it to produce approximately 28,000 pounds of steam per hour.

Plumbing Services:

- Repair leak at TRECs
- Repair leak at Haslam
- Find and repair leak at HPER
- Install water heater at Kingston Pike Building
- Check recirculating line for leak
- Repair leak in drain line at HPER
- Replace broken urinal in HPER
- Repair cooling tower leak
- Repair pumps
- Check and pump manholes
- Prepare manholes for steam outage
- Repair tub valve at Carrick
- Rod and clean out drain at Haslam
- Install water fountain at Reese
- Check water stations
- Repair leak at A&A
- Repair leak on cooling tower at Hodges
- Move pipe at Steam Plant
- Repair drain at Science and Engineering

PLUMBING SERVICES CONTINUED ON PAGE 3

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PLUMBING SERVICES CONTINUED:

- Install water fountain at Melrose
- Repair water leak at road outside of Morgan
- Repair leak in pump at Biology
- Repair steam traps
- Replace gasket at Greve Hall
- Fabricate and install handrail
- Check and repair gas leak at Science and Engineering

DESIGN & CONSTRUCTION

Landscape Design:

- Coordinate tree protection, bike rack used by Clement Hall residents
- Data relocation for the Strong Hall renovation project
- Design planting plan to be installed at the entrance of Facilities Services



Students • Faculty • Staff

Where can I find OIT Staffed Labs?

For individuals and groups

- The Commons, in Hodges Library
- Art & Architecture, Room 345
- Humanities, Room 201/202
- Presidential Court, Room 113A
- **New!** J.D. Tickle, Room 403

We're here to help!

Where can I find other OIT Supported Computer Areas?

When you need a quiet space

Libraries

- Ag Campus, Pendergrass Library
- Hodges Reference, Room 135
- Grad Lab Hodges, Room 642
- Haslam Music Library

Other Areas

- Career Services, 101 Dunford Hall
- Black Cultural Center, Room 203
- I-House, Room 208

For more information

<http://oit.utk.edu/labs>

Office of Information Technology

Facilities Services Vacancies

- Codes Inspector
- Project manager (3 Positions Available)
- Director of Design
- Buyer
- Line Installer I (2 Positions Available)
- General Superintendent
- Senior Plumbing & Heating Specialist
- Assistant General Maintenance Skilled Crafted Worker
- Maintenance Specialist I (3 Positions Available)
- Assistant Building Services Foreman (12 Positions Available)
- Service Aide I (19 Positions Available)
- Heavy Equipment Mechanic
- Building Services Foreman (2 Positions Available)